

Co-op/Intern Education Program Guidelines

In order for students to participate in the Franklin County Government Cooperative Education and Internship Program, Franklin County will require that the student receive academic credit for their participation.

Positions can be paid or non-paid at the agencies discretion. Funds for the payment of student salaries must come from the agency's budget or from the educational institution involved.

All co-op/intern students must complete a Franklin County application. Applications may be obtained from the county's website at www.franklincounty.ky.gov.

Franklin County may consider students enrolled on a full-time basis at an accredited Kentucky post-secondary school or other educational institution, must be participating in a full-time cooperative education/internship program, and must receive academic credit for their participation or enrolled full-time and be in their junior or senior year of high school and certified by their school as being enrolled in a program or course of study for which on-the-job experience is beneficial and is working toward a diploma, degree, or certificate in a field that relates directly to the co-op/intern position for which they are being considered.

Co-op/Internship program will be in compliance with state and federal child labor law requirements with respect to age and hours of work.

Criteria for Selection

Students may be selected based on their area of study and skills, as well as recommendations of the educational institutions Co-op/Intern Program Coordinator.

Equal Employment Opportunity

Franklin County Fiscal Court is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, sex, age or disability.

Co-op/Intern Benefits

Paid Co-op/Interns will be paid on an hourly basis for the hours they work and will not be subject to any benefits.

Co-op/Intern students will complete an orientation conducted by the Human Resources Director. During the orientation, the student will be provided a job description and a clear explanation of tasks and expectations. Co-op/Intern students will be evaluated quarterly by the supervisor over the department to which they are assigned. A copy of the evaluation will be sent to the student's Co-op/Intern Coordinator.

Compensation for Paid Co-op/Intern Students

Paid Co-op/Intern students will receive minimum wage and may receive performance increments based on the supervisor's recommendation, subject to the approval of the Franklin County Fiscal Court.

Contact information

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